

Directorate of Administration Classification Guide

Foreward

1. This Directorate of Administration Classification Guide (DACG) is designed and approved effective 1 December 1978 in accordance with the requirements of E.O. 12065. It sets forth the categories of information to be considered for classification, and provides guidance for determining the proper levels of classification (i.e., Confidential, Secret, or Top Secret). For each classifiable subcategory of information, it also sets forth a classification duration limit and a justification for extending classification beyond six years to a maximum of 20 years, or to 30 years in the case of foreign government information. The Guide is to be used in conjunction with Section 12 of the handbook provides guidance on marking each document at time of classification. Personnel delegated original classification authority shall consult the Guide in making an original classification decision in order to achieve uniform classification of information. When designated by their Office Heads, personnel without original classification authority can act as classifiers by citing the applicable portion(s) of the Guide as the basis for their classification actions. Such personnel performing classification in this manner are "derivative classifiers". Classification according to the level justified by the information will result, as set forth in Section 11 of in a more selective use of forms with preprinted annotations such as "Secret when filled in".

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2. The DACG is based on the seven general categories of information meriting classification consideration, as specified by E.O. 12065. These seven categories, subdivided into broader subcategories, constitute the Agency Classification criteria (unclassified) set forth in Sections 9a - 9g of [] The DACG includes these criteria and breaks them down into specific subcategories applicable to the Directorate of Administration and also applicable to NFAC, the DO, DS&T, and Independent Offices for classification of administrative information or material. The letter "A" has been assigned to the Directorate of Administration to identify the DACG and must preface each citation of the Guide. Consider, for example, the citation A 9a(1) (1.1):

A indicates that the citation is from the DACG

9 is the Section of [] containing E.O. 12065 and Agency classification criteria.

"a" is the first of seven E.O. 12065 criteria or categories of information subject to classification.

(1) is the first Agency criterion under "a" and represents a more specific breakdown of information.

(1.1) is the first classifiable DA subcategory under a(1).

When the Guide is cited in derivative classification, the above citation is to be simplified to A 9a 1.1 plus required markings.

Note that in some instances no specific breakdown is made under the

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broad categories of Agency criteria. In these cases, the term "Reserved" is used to indicate the possibility of future subcategorization. Also note that with the exception of categories 9a, b, g, and the Cover Annex, which are applicable to the Directorate generally, the specific subcategories listed under 9c - 9f are listed by Office of functional interest in alphabetical order for ease of reference.

3. A single level of classification has been established for each subcategory although a range of classification is possible depending upon the sensitivity of the information. A derivative classifier, after determining that his information is classifiable, should analyze the applicability of the classification level in the DACG to the information or material determined to require classification. If the DACG does not apply, a derivative classifier should consult an officer with original classifying authority for a determination of level of classification. In the event an item of information is not covered in the DACG, a classification determination must be made by an officer to whom original classification authority has been delegated at the Top Secret level. If such cases occur, the Agency Security Classification Officer, ISAS/DDA, should be advised in writing so that any omission from the DACG can be included in future updates thereof. The DACG should be viewed as an aid to classification, susceptible both to expansion and to improvement.

John F. Blake